

**COMMERCIAL CONCEPT REVIEW REQUEST FORM** and checklist

To be used for: (circle that which applies)

- Mandatory, pre-Category I, Site Plan Application Submittal (ZO 4-2.02)
- Optional pre-Category II, Site Plan Application Submittal
- Optional pre-building permit review
- Optional development feasibility study
- Board of Appeals referrals (attach separate BOA Project Referral Form)

Request by/Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Date of Concept Meeting: \_\_\_\_\_

**Section 1-Property Identification**

File No. assigned by P&Z \_\_\_\_\_

Premise Address \_\_\_\_\_ Business Name \_\_\_\_\_

Road frontage (SHA, County, Private) \_\_\_\_\_

Tax Map \_\_\_\_\_ Parcel No. \_\_\_\_\_ Tax ID # \_\_\_\_\_

Zoning District \_\_\_\_\_ Name of Town Center \_\_\_\_\_ SubDistrict \_\_\_\_\_ Critical Area \_\_\_\_\_

Total acreage of property \_\_\_\_\_ Total acreage disturbed \_\_\_\_\_

**Section 2-Applicable to this development?** Check all that apply:

Subdivision \_\_\_\_\_ Lease Lot \_\_\_\_\_ Combine/replat parcels or lots \_\_\_\_\_

Condominium \_\_\_\_\_ Rezoning \_\_\_\_\_ Board of Appeals \_\_\_\_\_ Architectural

Review \_\_\_\_\_ Historic District \_\_\_\_\_ Private Water \_\_\_\_\_ Septic \_\_\_\_\_ Public Water \_\_\_\_\_ Sewer \_\_\_\_\_

Previous Site Plan review file \_\_\_\_\_

**Section 3-Project Description**

Purpose: \_\_\_\_\_

- 1) Gross square footage of existing building(s) \_\_\_\_\_
- 2) Gross square footage of new construction \_\_\_\_\_
- 3) Gross TOTAL square footage proposed \_\_\_\_\_
- 4) Height \_\_\_\_\_
- 5) Basement/below-grade floor \_\_\_\_\_
- 6) Number of floors above-grade \_\_\_\_\_
- 7) # of Classrooms \_\_\_\_\_
- 8) Enrollment number \_\_\_\_\_
- 9) Patron area \_\_\_\_\_
- 10) Largest assembly/occupant capacity \_\_\_\_\_
- 11) Number of employees \_\_\_\_\_

**Section 4-Zoning Ordinance References:**

Provide the following information from the Calvert County Zoning Ordinance available in the Department of Planning and Zoning, the Public Library, and on-line at

<http://www.co.cal.md.us/>.

- 1) Gross SUBTOTALS of square footage **areas-by-use** with the Zoning Ordinance reference from Land Use **Tables 3-1 and 3-2**. (Example: 6,000 sq.ft. garden center@ 3-1.02)

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- 2) The **minimum lot area** and **setbacks** from Zoning Ordinance **Table 6-1**  
 Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_ Minimum lot area: \_\_\_\_\_

- 3) The **Parking Category** utilized from Zoning Ordinance **Table 6-2**

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- 4) **State any request here** for reduction or waiver from Planning Commission or PC Administrator; variance or Special Exception from the Board of Appeals:

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**Section 5- Residential site plans for ATTACHED HOUSING/MULTI-FAMILY**

# of Dwelling Units by Type: \_\_\_\_\_ Zoning Ordinance Reference: \_\_\_\_\_

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Density/Units per Acre (divide the # of units by the acreage) \_\_\_\_\_ Open Space acreage \_\_\_\_\_

**CHECKLIST: ZO 4-2.02 (bring the following to the meeting, two copies)**

- Concept plan with topography (may purchase Topo from County GIS Coordinator at 410-535-1600 ext. 2307). Show existing features and proposed site improvements.
- Tax Map
- This Request/Application Form completed

Concept review meetings will be routinely scheduled at the end of the Technical Evaluation Group (TEG) site plan review meeting on the fourth Wednesday of the month. Other individual concept review meeting will be arranged by appointment as timely as possible. CALL Planning & Zoning Dept, 410-535-2348, IN ADVANCE FOR SCHEDULING and instructions.

Disclaimer: While County staff will provide assistance, applicants are responsible for identifying all local, state and federal regulatory aspects of a project.

CONCEPT REVIEW TOPICS FOR DISCUSSION

Project: \_\_\_\_\_ Date of Concept Meeting: \_\_\_\_\_

Zoning:

Land Use and Density:

Parking:

Setbacks:

Entrance and Driveway:

Off-site road work and Public Works Agreement:  
(SHA & DPW APFO)

Stormwater management:

Septic recovery area and perc testing:

Water & Sewer public utility plan review:

Forestry:

Environmental constraints:

Architectural Review referral:

Subdivision or plat review, recorded documents, easements:

Other: